

DOA – DIVISION OF PERSONNEL MANAGEMENT

COMPENSATION AND EMPLOYMENT RELATIONS BULLETIN

Date: August 6, 2017

Subject: Miscellaneous Classification Plan Changes

Locator No: DPM-0450-CC/SC

Pursuant to s. 230.09, Wis. Stats., the Administrator of the Division of Personnel Management (DPM) has approved the classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is August 6, 2017**, unless otherwise stated.

- 1) *Create the **Payroll and Benefits Systems Coordinator-Advanced** classification for the Department of Administration to provide for a level within the classification for a technical authority within specific program areas. **Modify the Payroll and Benefits Systems Coordinator** classification series to clarify the progression between levels and entrance into the series language, the definition language, and to add a representative position to restructure the classification series based on operational needs and payroll/benefit system implementation. **Change the FLSA categorization of the Payroll and Benefits Systems Coordinator-Senior** from exempt to non-exempt. **Change the DP Code** of the first two levels of the classification series from 99 to 97, **change the EEO Code** of the first two levels of the series from 2 to 5, and **change the job group** from 020 to 202. Necessary reallocations will be processed by the Department of Administration. Questions may be directed to Peter Flood at (608) 266-8149.*
- 2) *Modify the **Insurance Examiner** classification series, **effective July 23, 2017**, for the Office of the Commissioner of Insurance to accurately reflect the duties assigned to these positions as the result of a restructuring within the organization. The necessary reallocations will be processed by the Office of the Commissioner of Insurance. Questions may be directed to Wil Mickelson at (608) 267-5169.*
- 3) *Modify the **Purchasing Agent Management Supervisor** classification specification to allow for use by the Department of Natural Resources, and add to and update the representative positions. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.*
- 4) *Change the **FLSA Status** of **Revenue Economist-Confidential** for the Department of Revenue. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.*

Internet Availability: The target date for the availability of classification specifications from this bulletin on the DPM website is August 11, 2017. This is the only notification BCER will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Rachel Martin at (608) 266-5165.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the DPM website at <http://doa.wi.gov/Documents/DPM/Document%20Library/alpha1st.xls>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Peter Flood at (608) 266-8149 if you have any questions about information contained in the Alpha List.



Jim Underhill, Director

Bureau of Compensation & Employment Relations

Classification					FLSA		
Class	Pay	Unit	EEO		FLSA	LTE	Job
Code	Range	Code	Cat.			Code	Group

CREATE

- 1) Payroll and Benefits Systems Coordinator – Advanced
 21107 81-03 99 2 M N 020

MODIFY

- 2) Insurance Examiner
 02301 07-04 7 2 N N 016
 Insurance Examiner – Journey
 02302 07-03 7 2 E N 016
 Insurance Examiner – Senior
 02303 07-03 7 2 E N 016
 Insurance Examiner – Advanced
 02304 07-02 7 2 E N 016
- 3) Purchasing Agent Management Supervisor
 10430 81-02 98 1 E N 002

MODIFY, CHANGE FLSA, CHANGE DP CODE, CHANGE EEO CODE, CHANGE JOB GROUP

- 1) Payroll and Benefits Systems Coordinator
 OLD 21105 81-04 99 2 N N 020
 NEW 21105 81-04 97 5 N N 202
 Payroll and Benefits Systems Coordinator – Senior
 OLD 21106 81-03 99 2 E N 020
 NEW 21106 81-03 97 5 N N 202

CHANGE FLSA

- 4) Revenue Economist – Confidential
 OLD 54161 81-04 99 2 E N 044
 NEW 54161 81-04 99 2 N N 044

Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Bureau of Equity and Inclusion.